

# **How to Write an Exceptional Consulting Resume**

**By Victor Cheng**

# Goal:

Close the “reality vs perception” resume gap



# Agenda

1. The Role of a Resume (It's not what you think)

2. What's Important & Why

3. Resume Writing Guidelines & Template



# 1) The Role of a Resume

- **Perception:** A history of your professional experiences



# 1) The Role of a Resume

- **Perception:** A history of your professional experiences
- **Reality:** A marketing brochure to sell the reader on why they should interview you in person



## Big Idea:

Make it EASY for the reader to find what SHE is looking for  
*(regardless of what's important to you or how hard you worked)*



## **Begs the Question:**

So what exactly are consulting firms looking for in a resume?



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# What do consulting firms want?



# The Mental Role Model:

Super achieving\*, math nerds\* with amazing people skills

**\* Validated by credible and trusted 3rd parties**



# The Mental Role Model:

a) Super achieving<sup>\*</sup>, b) math nerds<sup>\*</sup>  
with c) amazing people skills

\* d) Validated by credible and trusted **3rd parties**



# A) Super Achieving

- ✳ In the top 5% - 10% in virtually any field

- ✳ Top university graduate
- ✳ Top student by gpa
- ✳ Top scoring test taker
- ✳ Top employee by rankings
- ✳ Top \_\_\_\_\_(almost anything)
- ✳ Top position in xyz organization

- ✳ In work experience, super achievement =

- ✳ # promotions / # years in work force
- ✳ \$ amount generated or saved for employer in deals, sales, projects
- ✳ # patents, # publishing references



## B) Math Nerd

- ✱ Belief: Logic & Analytical Skills highly correlated with Math Ability
- ✱ 95th Percentile in any 3rd party trusted test or comparable achievement in a quantitative field
  - ✱ 95th percentile in college entrance exam
  - ✱ Scholarship recipient (awarded to top 5% of class) in technical field
  - ✱ Award given to top 10% of class in physics department
  - ✱ GPA equivalent to top 10% in technical major
  - ✱ Top 5% performance rating as an employee in technical field



# C) People Skills

## ***What the reader is thinking:***

- \* *Are you a loner?*
- \* *Incapable of having a friendly conversation with someone else?*
- \* *Only able to function in a lab? in front of a computer? while taking a test?*
- \* Experience working with diverse groups of people
  - \* Different functional or expertise areas
  - \* Different levels of seniority
  - \* Different age groups
- \* Experience working with large number of people (include # people)



# D) Credible & Trusted Third Party Validation

- ✱ For Math Skills

- ✱ SAT, GMAT, GRE, College Entrance Exam Test Scores  
(State your score and your % rank)
- ✱ University awards with % cut-off  
(e.g., XYZ Award - Given to top 5% of students in class)

- ✱ For Super Achievement

- ✱ Big Brand Name Employer (BBNE)
- ✱ Elite University

- ✱ For People Skills

- ✱ Varies based on experience level



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# Guidelines on Writing

- ✱ Know your audience (what they do and do not know about your field)  
(Safest Bet: Assume they know very little)
- ✱ Quantify EVERYTHING
  - ✱ “Led team to do X” vs “Led 7 person team to do X”
  - ✱ “Improved cycle time” vs “Improved cycle time by 30% saving \$4M”
  - ✱ “Served as principal engineer” vs “Served as principal engineer on 4 product development projects representing 85% of company’s sales”
- ✱ For bullets: State results first, then the “how” results were achieved
  - ✱ “Developed new polyphasic, hyper-kinetic, mumbo jumbo process for XYZ compound” vs “Obtained 3 patents that generated \$1 billion in sales by developing new compound”



# Guidelines on Editing

- ✱ 1) Score how yourself on how many data points you have for:
  - ✱ Super-achiever
  - ✱ Math nerd
  - ✱ People skills
  - ✱ 3rd party validation of the above
- ✱ 2) Don't over-allocate space on the page to one area at expense of others
  - ✱ Example:
    - ✱ If you have a PhD in Physics from MIT and a GRE Math Score 800 -- that's sufficient space to prove you can do math. (No need to list all 15 math awards you won)
    - ✱ Instead allocate space for people skills, documenting super-achiever status



# Guidelines on Formatting

- ✱ Most important things at the top (as opposed to the bottom)
- ✱ Most important things on the left (as opposed to middle or right)
- ✱ Most important things bolded (as opposed to unbolded)  
(eg. BBNE more important than job title, University name more important than degree type)



# Consulting Resume Template